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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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[www.spo.hawaii.gov](http://www.spo.hawaii.gov)

SPO 06-0376

June 26, 2006

Dear Health and Human Service Providers and Interested Parties:

**SUBJECT:** Procurement Timeline for Purchases of Health and Human Services

The procurement timeline for requests for proposals (RFP) for health and human service contracts beginning on or after July 2007 is available on the State Procurement Office (SPO) website. The coordinated timeline allows applicants to plan accordingly, ensuring quality proposals and maximum competition. It is one of many resources available to assist applicants competing for state contracts.

The timeline and other resources, such as the Report of Planned Purchases, contracts database and RFPs are on the SPO website at [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Health and Human Services...*

Procurement notices are centrally located at [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement Notices*. Notices of Requests for Information (RFI) are also available on the same website. An RFI is issued prior to the RFP for the purpose of obtaining feedback. Participation in the RFI process by providers and interested parties is essential in ensuring the most efficient and appropriate services are contracted.

If you have any questions, please contact Mara Smith at (808) 587-4704, [mara.smith@hawaii.gov](mailto:mara.smith@hawaii.gov) or Corinne Higa at (808) 587-4706, [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

Aaron S. Fujioka  
Administrator

## STATE PROCUREMENT OFFICE

### TIMELINE FOR COMPETITIVE PURCHASES OF SERVICE METHOD OF PROCUREMENT FOR HEALTH AND HUMAN SERVICES, (CHAPTER 103F, HRS)

This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for solicitations published between October 1, 2006 and December 31, 2006 for contracts effective on or after July 1, 2007.

Activity	Dates
Consolidated Report of Planned Purchases by SPO	January 2006
Planning Activities	January – September 2006 (Reference: Chapter 3-142, HAR)
Requests for Information	January – September 2006
Public Notice Announcing RFPs	<b>October 10, 2006</b>
Distribution of RFPs	October 10, 2006 – January 12, 2007
RFP Orientation Sessions	October – Early November 2006
Addenda to RFPs (As Needed)	Within ten working days prior to or within a sufficient time before the submittal deadline. (Reference: §3-143-301, HAR)
Submission of Questions by Applicants Before Submittal Deadline (As Needed)	Within a reasonable time before submittal deadline (Reference: §3-143-402, HAR)
Response to Applicants' Questions (As Needed)	State Agencies shall promptly respond (Reference: §3-143-402, HAR)
<b>Proposal Submittal Deadline</b>	<b>January 12, 2007</b> (Reference: §3-143-204, HAR)
Register of Proposals	Within 10 working days or a reasonable time after proposal submittal deadline (Reference § 3-143-615, HAR)
Proposal Evaluation Period	Mid January - March 2007 (Reference: §3-143-205, HAR)
Discussions with Applicants (As Needed)	Mid January – March 2007 (Reference §3-143-403, HAR)
Final Revised Proposals (As Needed)	Late January – February 2007 (Reference: §3-143-607, HAR)
Provider Selection and Award	March - April 2007 (Reference: §3-143-206, HAR)
Notice of Statements of Finding and Decision to Applicants	March – April 2007 (Reference: §3-143-303, HAR)
Protest and Request for Reconsideration (As Needed)	March - Early May 2007 (Reference: Chapter 148, HAR)
Contract Negotiation and Development	March – Mid May 2007 (Reference: Chapter 149, HAR)
Contract Mailed to Provider for Signature	On or about May 16, 2007
Contract Executed	On or about June 22, 2007
Contract Start Date	July 1, 2007

Please direct questions to Mara Smith at 808 587-4704 or [mara.smith@hawaii.gov](mailto:mara.smith@hawaii.gov) or Corinne Higa at 808 587-4706 or [corinne.y.higa@hawaii.gov](mailto:corinne.y.higa@hawaii.gov)